

MEMO - March 4, 2020

### **Coronavirus (COVID-19): Personal International Travel Reporting Requirements**

In order to continue to ensure the health and safety of all members of the CUC campus community, the University is **implementing reporting procedures for all personal INTERNATIONAL travel by students, faculty and staff**. This procedure also extends to travel undertaken by family, friends, roommates and/or other individuals with whom faculty, staff and students share a household with.

The University is implementing these reporting procedures so that we can offer proper resources and immediately assist any member of our community who may become ill.

This procedure and related requirements are **effective immediately and will remain in place through the end of the spring semester on Saturday, May 9**, including commencement. As necessary this procedure may be extended. We will continue to monitor guidance from the U.S. Centers for Disease Control (CDC) and Department of State (DOS) and will share plans prior to May 9 to either end or extend this practice.

In addition, and to safeguard the campus community, persons traveling to areas that are listed on the CDC travel warning register may be required to report any health issues and/or remain away from the campus for 14 days upon return to the U.S. to ensure that they have not contracted the Coronavirus.

**All information gathered through this process will remain confidential.**

#### **MANDATORY REPORTING**

For those with personal **travel to countries listed as Level 2 or Level 3 by the CDC** ([wwwnc.cdc.gov/travel/notices/](http://wwwnc.cdc.gov/travel/notices/)). Reporting will be required so that we can offer proper resources and immediately assist any member of our community who may become ill. Geographical areas, regions or cities affected by the mandatory reporting requirement may be modified depending on the future course of the outbreak.

Students, faculty and staff are required to complete the [Travel Report Form](#) under the following circumstances:

- If you have returned from a Level 2 or Level 3 country within the past 14 days, whether on university business or otherwise, you must report within 24 hours of this email.
- If you are currently in a Level 2 or Level 3 country, whether on university business or otherwise, you must report within 24 hours of your return.

- If you have personal travel to a Level 2 or Level 3 country planned between now and March 6, you must report within 24 hours of your return.
- If you are being actively monitored or observed by any local, county, state or federal public health agency due to risk of coronavirus, you must report within 24 hours of being notified.

### **VOLUNTARY REPORTING**

For those with personal **travel outside the United States to regions and countries not included in the Mandatory Reporting list above**. Geographical areas, regions or cities affected by the voluntary reporting requirement may be modified depending on the future course of the outbreak.

Students, faculty and staff are requested to complete the [Travel Report Form](#) under the following circumstances:

- If you have returned from international travel within the past 14 days, whether on university business or otherwise, you should report within 24 hours of this email.
- If you are currently travelling internationally, whether on university business or otherwise, you should report within 24 hours of your return.
- If you have personal international travel planned between now and May 9, you should report within 24 hours of your return.

We appreciate your assistance and cooperation. Questions about travel reporting can be directed to the following offices:

#### **Students**

Dean of Students Office

[dos@CUChicago.edu](mailto:dos@CUChicago.edu)

West Annex/Kreft Student Success Center

#### **Faculty/Staff**

Human Resources

[hr@CUChicago.edu](mailto:hr@CUChicago.edu)

708-209-3512

Addison Hall 128